

24 JUN 1966

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

DD / S R E G I S T E R
FILE 07-11

SUBJECT: Early Warning of Potential "Flaps"

1. This will confirm instructions given at the DD/S Staff Meeting 21 June 1966 regarding the early reporting of potential "flaps."

2. Prompt reporting of problems or incidents which have occurred, or appear likely to occur, and which have "flap" potential is an essential element in their proper management. This is especially true with cases involving complaints, outside inquiries, lawsuits, and the likelihood of adverse publicity or public disclosures. Adequate forwarding of such problems can easily spoil the difference between their correct handling and a serious "flap."

3. Each Office head will, therefore, take such action as he considers appropriate to assure that within his Office an effective system exists for giving early warning of potential "flaps." Such reports will be made in phone or in writing as the circumstances indicate and will be given to the DD/S and to each Office concerned, or likely to be concerned, in the handling of the particular problem. The latter will include in most instances the Director of Personnel, the Director of Security and the Assistant to the Director.

4. The information to be reported in each case must be timely, it must be accurate, and it must be in sufficient detail to enable senior officials to deal with the problem and to respond to inquiries about it even when officers with more direct knowledge of the matter are unavailable to assist in its handling.

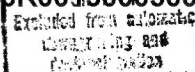
SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Distribution:

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AEO-DD/S:WFV:ews (23 June 66)

SECRET



11 Oct 66
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NOTE FOR FILE:

Thermo cpy sent to Mr. []
Security Officer for DODS, this
date with this note: (per VRT)

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"Per your request. This
is for info only. Please
note this is addressed to
DD/S Office Heads and
should not be disseminated
elsewhere."

HTM

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